



City of Morgan Hill  
Seeks Enthusiastic Individuals for the Position of

## COOL KIDS ASSISTANT SUMMER CAMP SPECIALIST

### POSITION DESCRIPTION

The Cool Kids Assistant Summer Camp Specialist is responsible in assisting with the day to day operations of the City of Morgan Hill Summer Cool Kids Camps. The incumbent will report to the Cool Kids Summer Camp Specialist. This is an experienced level, part-time temporary, seasonal position with no benefits.

### ESSENTIAL DUTIES

- Assist in organizing, planning, directing, conducting and evaluating recreational programs and activities for all age groups
- Assist in training staff in a variety of sports/fun and educational activities
- Supervise and schedule Recreation Leaders
- Monitor and record compliance with safety and department guidelines
- Able to communicate, supervise, and provide sound judgment to participants and staff on your own
- Perform related duties as assigned

**Sports Camp** provides physical activity and instruction in the fundamentals of a variety of sports, including: *Softball/Baseball, Soccer, Basketball, Floor Hockey, Dodge Ball, Flag Football, Volleyball, Badminton, fun activities with Cool Camp.*

**Cool Camp** offers a balance of educational and recreational fun activities. Recreation Leaders will lead exciting activities including: *Indoor/outdoor games, swimming and pool adventures, sports activities with the Sports Camp, music, singing, dancing, team building activities, skits, arts and crafts projects and science experiments.*

### MINIMUM QUALIFICATIONS

**Education/Experience:** Graduation from high school or GED equivalent. A minimum of one year experience in recreation, sports/fun and educational or children's programs. Applicants must be at least 18 years old at time of appointment.

**Licenses/Certificates:** CPR/First Aid/AED for schools and communities certification must be obtained by the first day of employment.

**Knowledge of:** A variety of sports and sport activities/working with children and leading a variety of activities.

**Skill in:** Planning, organizing, directing, and supervising Recreation Leaders. Design, implementation, and the instruction of daily sports/fun and educational activities.

**Special Requirements:** Able to lift up to 40 pounds. Position requires availability of 20-40 hours per week during summer periods, June through August. Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions.

### SALARY

This is a part-time position without benefits. The salary range for this position is \$12.00 to \$14.00 per hour

### APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill  
17555 Peak Avenue  
Morgan Hill, CA 95037  
or on-line at [www.morganhill.ca.gov](http://www.morganhill.ca.gov)

### SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Program Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.

